



EMS Supplemental Guidance



ENVIRONMENTAL
MANAGEMENT SYSTEM
REGISTERED TO
ISO 14001:1996



NSF-ISR's Registration Program
is accredited by the American
National Standards Institute-
Registrar Accreditation Board

Purpose and Expectation

- Program Purpose - To provide a general awareness of the Refuse Disposal Division's supervisory requirements for maintaining RDD's EMS.
- Our Expectation - For all Refuse Disposal Personnel to be able to understand the concepts of ISO 14001 and RDD's EMS in relation to their jobs.

THIS IS
ISO 14001

Structure and Responsibility

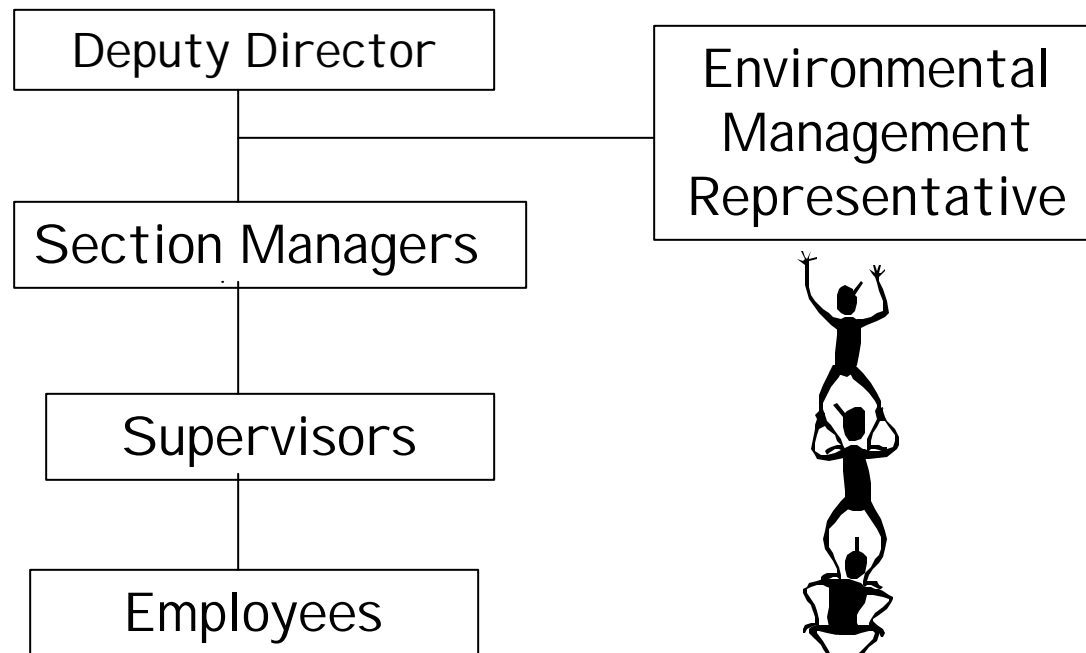


- All RDD employees are responsible for knowing the EMS requirements of their jobs. These requirements are communicated through various means including:
 - The Deputy Director, Section Managers, and Supervisors
 - Tailgate Training, Formal Training
 - Internal and External EMS Audits
 - Responsibility Matrix (EMS Manual and on-line)



Structure and Responsibility

- All members of the RDD's organization must support the Environmental Management System to make it work.



Legal and Other Requirements



- All RDD employees are responsible for knowing the legal “regulatory” requirements of their job.
 - RDD maintains links to all relevant legal requirements associated with meeting the regulatory permit conditions of its operation.
 - Links are posted on the Internet Website at <http://www.sannet.gov/environmental-services/miramar/index.shtml> and include:
 - U.S. Laws and Regulations
 - U.S. Code of Federal Regulations (Title 16)
 - California Code of Regulations (Title 14 & 27)
 - California Landfill Laws Study
 - San Diego Air Pollution Control District Rules
 - City of San Diego Municipal Code





Communication

- All external party inquiries regarding the EMS should be directed to the EMR.
- The EMR will record all external communications regarding the RDD's EMS in the "External Communications Log Book"
- Interested Parties that could impact our EMS or have a stake in our operations are invited to briefings on RDD's EMS.





Communication

- Examples of interested parties -
“Stakeholders”
 - Hawthorne Machinery
 - Clairemont Equipment Rental
 - Miramar MCAS
 - Hazardous Substances Enforcement Team
 - Household Hazardous Waste Drop-off
Center (Safety-kleen)
 - NEO Corp (LFG Privatizer)

Operational Control

- Section Managers develop or modify Environmental Management Programs (EMPs), to manage significant aspects associated with their section's objects and targets, on an annual basis.
- Standard Operating Procedure (SOPs) have also been developed for all operational areas,
- SOPs are available on the internet website at <http://www.sannet.gov/environmental-services/miramar/index.shtml> and in hardcopy form in the Landfill Operations Manual.



EMS Records

- RDD must establish and maintain procedures for the identification, maintenance and disposition of environmental records.
- EMS records include:
 - ESD Training/Tailgate Training Sheets
 - EMS Documentation including:
 - Environmental Management Programs (EMPs),
 - Standard Environmental Operating Procedures,
 - EMS Manual, Landfill Ops Manual-SOPs,
 - Objectives and Targets,
 - Significant Aspects, Significance Criteria
 - Environmental Surveys and Process Maps
 - Audit Reports and Management Reviews





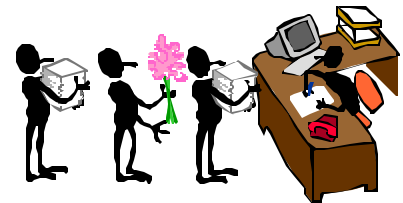
EMS Records

- EMS Records shall be kept by the Document Control Group under the direction of the EMR.
- Copies of all EMS Training shall be forwarded to the EMR for records retention purposes.
- EMS Records must be kept for a period of three years.



Management Review

- Management Reviews are conducted on a semi-annual basis typically in April and September
- Management considers the following information when completing this evaluation.
 - EMS Document Review
 - Environmental Policy, SEOPs, EMS Manual, Ops Manual
 - Objectives and Targets Review
 - Significant Aspects, Environmental Management Program Results
 - Implementation Costs, Savings
 - Audit Results
 - Internal, Registration, Surveillance, Compliance
 - Corrective Action Requests
 - Communication
 - Communications Log, Interested Parties





QUESTIONS?

ISO 14001
Environmental Management System
Supplemental Guidance